



FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

May, 2004

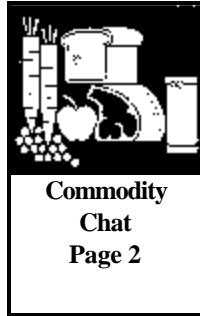
Issue No. 8

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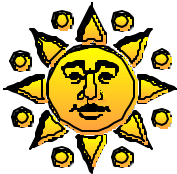
NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



MEIS Website Change

The MEIS data submission website has been relocated. In order to access your application, claim form, security access forms or Year End Report you will need to go to: <http://michigan.gov/meis>. Under Child Nutrition Programs, select the link to the application for which you need to submit data. Please delete any Favorites or Bookmarks to the old site <http://meis.mde.state.mi.us> and set up a new one for the current address. There will be a redirect to the new site for a limited time.



Food For Thought

Just a Few Reminders

- Remember CNAP – the online Child Nutrition Application Program?? All Child Nutrition programs will continue to use CNAP for program renewals. CNAP is scheduled to be available online June 1, 2004, for School Meals Program renewals for the 2004-2005 School Year.
- If you make any changes to the prototype documents (i.e.: family application), a

copy of the changed form(s) **MUST** be sent to our office for approval.

- Applications for free/reduced price meals must be for the current school year. Therefore, **do not** have families fill out application forms until July 1, 2004.
- Have you completed and returned the School Meals Program Security Access Form that was mailed out April 7, 2004?
- This form needs to be completed so you will have access to:

CNAP – Child Nutrition Application Program - Application/Renewal for School Year 2004/05

Claim for Reimbursement – SM-4012-SL – Claim Forms for School Year 2004/05

Year End Report – SM-4012-A/R – Report for School Year 2003/04

If you have questions, please call 517-373-4337.

Summer Workshops - 2004

The staff of the School Meals Program of the Michigan Department of Education, Grants Coordination and School Support, is pleased to announce that it will be hosting two identical Summer Workshops for food service directors. Complete details, including agenda, cost and registration will be mailed to all food service directors in May. For your convenience, the registration form and agenda are also included in this issue of *Food Scoop*.

In the meantime, hold these dates for the

workshops!! The workshops will be all day workshops. Remember, the content of the workshops will be identical. You can choose the site that is most convenient for you to attend.

Summer Workshop sites and dates:

Tuesday, June 22 in the Grand Ledge
(greater Lansing) area

Thursday, June 24 in the Grayling area

For the workshops, speakers from the National Food Service Management Institute (NFSMI) will be presenting human resource topics, including: *Scheduling the Team* (work schedules, meal equivalents, meals per labor hour), *Getting the Most from Your Workday* (time management), and *Strategies for an Effective Work Environment* (positive work environments, effective kitchen environments)

We hope to see you at one of the workshops!

<p style="text-align: center;">May 2004</p> <p style="text-align: center;">CALENDAR OF EVENTS</p> <p style="text-align: center;">CHILD NUTRITION PROGRAM</p>		<p>Michigan State Board of Education <i>Kathleen N. Straus, President</i> <i>Sharon L. Gire, Vice President</i> <i>Michael David Warren Jr., Secretary</i> <i>Eileen L. Weiser, Treasurer</i> <i>Marianne Yared McGuire, NASBE Delegate</i> <i>John C. Austin</i> <i>Herbert S. Moyer</i> <i>Sharon Wise</i> <i>Thomas D. Watkins, Superintendent</i> <i>Governor Jennifer Granholm, Ex-Officio</i></p>
May, 2004		
10		April Monthly Claim Due
30		March Monthly Claim Deadline
June, 2004		
10		May Monthly Claim Due (10 or less serving days in June can be included on the May claim)
29		April Monthly Claim Deadline

“Creating a Winning Team”

Tuesday, June 22, 2004
Grand Ledge High School - Grand Ledge

or

Thursday, June 24, 2004
Grayling High School - Grayling

TENTATIVE AGENDA

- | | |
|-------------------------|---|
| 8:00 - 8:45 a.m. | REGISTRATION AND CONTINENTAL BREAKFAST |
| 8:45 - 9:00 a.m. | WELCOME AND INTRODUCTIONS |
| 9:00 - 10:30 a.m. | SESSION ONE: “<i>Scheduling the Team</i>”
Effective scheduling provides a framework to manage personnel and facility resources. Learn about meals per labor hour calculations and how to make work schedules really work for you. As the labor pool becomes tighter, the importance of effective scheduling becomes increasingly important. |
| 10:30 - 11:00 a.m. | BREAK: Taste It/Grade It
Here’s an opportunity to try foods for commodity processing. |
| 11:00 a.m. - 12:30 p.m. | SESSION TWO: “<i>Getting the Most from Your Workday</i>”
Time is a precious commodity in today’s workplace. To improve our use of time, each of us must learn to manage ourselves. Learn how an effective manager makes time to identify what is important, plans time to work on those things, follows the plan and evaluates how things went. |
| 12:30 - 1:15 p.m. | LUNCH <i>(Included with registration fee.)</i> |
| 1:15 - 3:15 p.m. | SESSION THREE: “<i>Strategies for an Effective Work Environment</i>”
<i>(Instructor will designate a 15-minute break during this session.)</i>

An effective work environment helps employees develop a relationship with those around them and gives them a sense that they are valued. As a manager, learn to create positive feelings that will result in an effective environment. Additionally, a kitchen facility will have an impact on the overall work environment. Managers will identify strategies for an effective work environment. |
| 3:15 - 3:30 p.m. | WRAP-UP/QUESTIONS & ANSWERS |

"Creating A Winning Team"



REGISTRATION FORM

**Registrations must be postmarked by Tuesday, June 8, 2004.
No registrations will be accepted after that postmarked date.**

Please check the site you will be attending:

" Tuesday, June 22, 2004
Grand Ledge High School
820 Spring Street
Grand Ledge, MI 48837

**** OR ****

" Thursday, June 24, 2004
Grayling High School
1135 N. Old 27
Grayling, MI 49738

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

SCHOOL DISTRICT: _____

PHONE NUMBERS (Include Area Codes):

School: _____ Home: _____

Summer (Daytime): _____

E-MAIL ADDRESS: _____

Please return this form and your **check made payable to MDE for \$20.00 to:**

ATTN: Debby Roberts
Michigan Department of Education
P.O. Box 30106
Lansing, Michigan 48909

For MDE Use Only	Index Number 02037	Check #	" School " Personal	\$ Amount
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[Copy as Necessary]